

Script Name: Waivers Underutilization Script

Description: This script tests the functionality contained within the Waivers module, E-mail and Self service Module. Year requirement for the module: last five years.

Create by: Maja Dragnic

Prerequisites:

Security Access: View

Outputs:

Use Cases Covered: Underutilization Waivers

Conditions Covered: UW001-UW028

Step	Value to Enter	Expected Results	Actual Results	Pass/Fail	SIR#	Test Conditions
Admin User Logs In						
1	Open Internet Browser	Browser Opens				
2	Enter <http://dev.cbs.sfa.ed.gov:8531/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	Window "Enter Network Password", asking for user's name and password is displayed. (Testing only)				
3	Type <cbs> as your username and <cbsdev> as your password	Field accepts values				

4		<p>Verify that the system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: Welcome to Campus-Based Administration.</p> <p>To access the Campus-Based Admin site:</p> <ol style="list-style-type: none"> 1. Select the "Login" button. 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN go to the Department of Education PIN Registration site to apply. 3. Enter the Campus-Based Admin TG Number. 4. After login authentication is complete, the Campus-Based admin home page will be displayed. If your security rights have not yet been established, contact the CB Security Officer at the Campus-Based Programms office. 				
5	Select <Log In> button	Window "Enter Network Password", asking for user's name and password is displayed. (Testing only)				
6	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
7	Select <OK> or if security browser was displayed, click <Yes> button to accept	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				
8	Enter <222334444> into the SSN field	Field accepts value.				
9	Enter <Th> into the first two letters of last name field	Field accepts value.				

10	Enter <10221970> in the DOB field	Field accepts value.				
11	Enter <2357> in the PIN number field.	Field accepts value.				
12	Select <Submit Request> button	Security Alert message comes up.				
13	Select <Yes> button	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using uppercase letters. The TG number is case sensitive".				
14	Enter <TG08899> into the TG field	Field accepts value.				
15	Click <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Admin Security, Awards, ComLog, Communications, FISAP Update, FISAP View, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges.				
16	Select the <Waivers> from the Admin Main Menu	The Waivers page displays.				

17	Select the <C. Under Use Waivers> link	<p>The System displays the C. Under Use Waivers page. The center of the page includes a list of all outstanding Under Use Waivers listed by serial number. This list is in a table with the following fields: Date Posted, CB Serial Number, School Name, Award year, Status, FSEOG, FWS, Perkins, and Additional Information. If the was no Under Use for a program, the status field displays N/A, otherwise the field displays Pending. The data is sorted by date posted, with the most recent posting at the top of the list. To the right of each row is a Detailed View link. There are links to a Printer Friendly Version of the page and previous year data.</p> <p>There is a following message: "To review, approve or deny a waiver, select the Detailed View link."</p> <p>There is an "Initialize List" button.</p>				
18	Admin User Wants to View an Approved Waiver					
19	Select the <Approved Waivers> link from the Left Navigation Bar	<p>The System displays the C. Under Use Waivers – Approved Page, which includes all processed waivers from the past five award years. The last two columns list the final status – approved or N/A – as applicable, along with the username and date posted. Underneath these fields is a comments row. The data is sorted ascending by serial number and includes all approved waivers for the past five years. To the right of each row is a Detailed View link.</p>				

20	Select the <Detailed View> link for the first row	The System displays the Under Use - Approved Waivers - Details page. The username of the Admin User who recorded the waiver is displayed at the bottom of the page along with the date the waiver was recorded.				
21	Admin User Wants to View a Denied Waiver					
22	Select the <Denied Waivers> link from the Left Navigation Bar	The System displays the C. Under Use Waivers - Denied Page, which includes all processed waivers from the past five award years. The table format is the same as in on the Pending page. The last two columns list the final status - approved or N/A - as applicable, along with the username and date posted. Underneath these fields is a comments row. The data is sorted by serial number and includes links to all approved waivers for the past five years. To the right of each row is a Detailed View link.				
23	Select the <Detailed View> link for the first waiver listed.	The System displays the Under Use Waivers - Denied Waivers - Detail page.				
24	User Wants to Print					
25	Select the <C. Under Use Waivers> link	The System displays the C. Under Use Waivers page.				
26	Select the <Detailed View> link at the end of the first row	The System displays the C. Under Use Waivers - Detail page.				
27	Select the <Cover Page> link	A new window opens and the file displays.				
28	Select <File - Print> from the menu bar in the pop-up window	The file is printed.				
29	Close the pop-up window.	The System displays the C. Under Use Waivers - Detail page.				
30	Select the <ATH> link	A new window opens and the file displays.				
31	Select <File - Print> from the menu bar in the pop-up window	The file is printed.				
32	Close the pop-up window.	The System displays the C. Under Use Waivers - Detail page.				

Under Use Script FINAL.xls6/4/2002

33	Select the <Final Funding Worksheet> link	A new window opens and the file displays.				
34	Select <File - Print> from the menu bar in the pop-up window	The file is printed.				
35	Close the pop-up window.	The System displays the Under UseWaivers – Pending Detail View page.				
36	Log into Email account to ensure email is received from all Modules					
37	Open new <Internet Browser>	Internet Explorer opens				
38	Enter <www.hotmail.com> in the Browser	The MSN Hotmail page is displayed				
39	Enter <ecbtest> in the Sign-In Field	The field displays value				
40	Enter <emailmod> in the Password Field	The field displays value				
41	Select the <Sign In> button	The Hotmail Mailbox Main Page is displayed.				
42	Select the <Inbox> link of the left of the screen	The Hotmail Inbox is displayed				
43	Confirm the <Under Use> email notification has been received in the Inbox	The e-mail has been received				
44	Open the <Under Use> email	<p>The e-mail displays:</p> <p>[mm/dd/yyyy]</p> <p>Dear [FAA]:</p> <p>The U.S. Department of Education's eCampus-Based System has determined your school's final funding authorization for the Federal Perkins Loan, Federal Work-Study (FWS), and/or Federal Supplemental Educational Opportunity Grant (FSEOG) programs for the [2002-2003] award year.</p> <p>To review details of your notification, please logon to the eCampus-Based System web site at www.cbfigisap.sfa.ed.gov. Select the "Self Service" link from the top navigation bar or main menu. Your data is posted in the "Campus-Based Notifications" section.</p> <p>Sincerely,</p> <p>The Campus-Based Programs</p>				

45	Select the <x> in the upper right corner of the email to close email.	The E-mail Closes				
46	User wants to Log In to Under Use Waiver Status documents have been Posted					
47	Click <Log in> button	Network Password Login Box appears				
48	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for test purposes only and will not be necessary in September)				
49	Click <ok>	Login Screen Appears				
50	Click <Log in> button	Security message is displayed - if browser is set that way				
51	Type in <001010001> to the SSN field	Field accepts value				
52	Type in <Se> into the last two digits of your last name fields	Field accepts value				
53	Type in <10221970> in the DOB field	Field accepts value				
54	Type in <1432> in the PIN field	Field accepts value				
55	Click <submit request>	System displays the TG screen				
56	Click <yes> or appropriate button to agree with the statement	System displays the Pin-Site Confirming Your Identity screen				
57	Enter <TG51056> into the TG # field	Field accepts value				
58	Click <Next>	System displays School: Southern Community College Serial #: 000070 on the Setup - Change Schools page				
59	User Verifies Under Use Waiver Status letters are posted to Self-Service for School 000070					

60	Select the <Self-Service> button located on the top navigation bar.	<p>The Self-Service page is displayed. The page contains three headings - Forms & Reports, Campus Based Notifications, Acknowledgements and Contact Help Desk.</p> <p>Forms & Reports contains This Year's FISAP Form Submitted Version - All Parts Part 1 Part 2 Part 3 Part 4 Part 5 Part 6 (PDF) Current Working Version - All Parts Part 1 Part 2 Part 3 Part 4 Part 5 Part 6 (PDF) Submitted Version - Branch Campus Additional Information Current Working Version - Branch Campus Additional Information Debarment Form & Signature Page (PDF) Lobbying Form (PDF) Statement of Account - 2001-2002 2000-2001 1999-2000 1998-1999 1997-1998</p> <p>Campus-Based Notifications (This is dynamic based on School)</p> <p>Acknowledgements Submission Log Batch Submittal</p> <p>Contact Help Desk CB Call Center CBFOB@ed.gov (877) 801-7168 IFAP Web Page http://ifap.ed.gov/</p>				
61	Confirm the <Under Use Status Letter> link is located under Campus-Based Notifications	The Hold School Reason Letter link is displayed				
62	Click the <Under Use Status Letter> link	The System displays the Hold School Reason Letter				
63	Select <File> from the new window's top navigation bar	The File Menu is displayed				
64	Select <Print> from the file menu	The document prints				

Under Use Script FINAL.xls6/4/2002

65	Select <Log Out> Link from the left navigation bar	The Campus-Based Login Page is displayed				
66	Confirm the <Community Service Cover Letter> link is located under Campus-Based Notifications	The Community Service Cover letter is displayed				
67	Click the <Under Use Cover Letter> link	The System displays the contents of the Under Use Cover Letter contents				
68	Select <File> from the new window's top navigation bar	The File Menu is displayed				
69	Select <Print> from the file menu	The document prints				
70	Select <x> on the PDF window	The PDF closes				
71	Confirm the <Under Use Status Letter> link is located under Campus-Based Notifications	The Under Use Status Letter is displayed				
72	Click the <Under Use Status Letter> link	The System displays the contents of the Under Use Status Letter which explains that the school has been APPROVED a waiver.				
73	Select <Log Out> Link from the left navigation bar	The Campus-Based Login Page is displayed				
74	User wants to Log In to Under Use Waiver Status documents have been Posted					
75	Click <Log in> button	Network Password Login Box appears				
76	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for test purposes only and will not be necessary in September)				
77	Click <ok>	Login Screen Appears				
78	Click <Log in> button	Security message is displayed - if browser is set that way				
79	Type in <001440001> to the SSN field	Field accepts value				
80	Type in <St> into the last two digits of your last name fields	Field accepts value				
81	Type in <10221970> in the DOB field	Field accepts value				
82	Type in <8355> in the PIN field	Field accepts value				
83	Click <submit request>	System displays the TG screen				
84	Click <yes> or appropriate button to agree with the statement	System displays the Pin-Site Confirming Your Identity screen				
85	Enter <TG00044> into the TG # field	Field accepts value				

86	Click <Next>	System displays School: Talladega College Serial #: 000073 on the Setup - Change Schools page				
87	User Verifies Under Use Waiver Status letters are posted to Self-Service for School 000073					
88	Select the <Self-Service> button located on the top navigation bar.	<p>The Self-Service page is displayed. The page contains three headings - Forms & Reports, Campus Based Notifications, Acknowledgements and Contact Help Desk.</p> <p>Forms & Reports contains This Year's FISAP Form Submitted Version - All Parts Part 1 Part 2 Part 3 Part 4 Part 5 Part 6 (PDF) Current Working Version - All Parts Part 1 Part 2 Part 3 Part 4 Part 5 Part 6 (PDF) Submitted Version - Branch Campus Additional Information Current Working Version - Branch Campus Additional Information Debarment Form & Signature Page (PDF) Lobbying Form (PDF) Statement of Account - 2001-2002 2000-2001 1999-2000 1998-1999 1997-1998</p> <p>Campus-Based Notifications (This is dynamic based on School)</p> <p>Acknowledgements Submission Log Batch Submittal</p> <p>Contact Help Desk CB Call Center CBFOB@ed.gov (877) 801-7168 IFAP Web Page http://ifap.ed.gov/</p>				
89	Confirm the < Under Use Cover Letter> link is located under Campus-Based Notifications	The Under Use Cover letter is displayed				

Under Use Script FINAL.xls6/4/2002

90	Click the <Under Use Cover Letter> link	The System displays the contents of the Under Use Cover Letter contents				
91	Select <File> from the new window's top navigation bar	The File Menu is displayed				
92	Select <Print> from the file menu	The document prints				
93	Select <x> on the PDF window	The PDF closes				
94	Confirm the <Under Use Status Letter> link is located under Campus-Based Notifications	The Under Use Status Letter is displayed				
95	Click the <Under Use Status Letter> link	The System displays the contents of the Under Use Status Letter which explains that the school has been DENIED a waiver.				
96	Select <Log Out> Link from the left navigation bar	The Campus-Based Login Page is displayed				
97	Verify the Log Out function					
98	Select the <Log Out> link from the left navigation bar	The System displays a warning message. There is a Proceed button.				
99	Select the <Proceed> button	The Campus-Based Programs LogIn page is displayed.				
100	Log in					
101	Enter <http://test.cbs.sfa.ed.gov:8532/CBSWebApp/admin/adminWelcome.jsp> into the browser address window	Window "Enter Network Password", asking for user's name and password is displayed. (Testing only)				
102	Type <cbs> as your username and <cbstest> as your password	Field accepts values				

103	Click <OK>	The system displays the Campus-Based Admin Login page. In the center of the page is a Login button. There is a following instruction notifying the Admin User how to proceed: "Welcome to Campus-Based Administration. To access the Campus-Based Admin site: 1. Select the "Login" button, 2. Enter your PIN information. The PIN serves as your identifier to let you access information in systems for the Department of Education. If you do not have a PIN, go to the Department of Education PIN Registration site to apply, 3. Enter the Campus-Based Admin TG Number, 4. After login authentication is complete, the Campus-Based Admin home page will be displayed." If your security rights have not yet been established, contact the CB Security Officer at the Campus-Based Programs office.				
104	Select <Log In> button	Network login screen appears.				
105	Type <integrate> as your username and <pin1026> as your password	Field accepts value (this step is for testing purposes only and will not be necessary in February).				
106	Select <OK> or if security browser was displayed, click <Yes> button to accept	The System displays the PIN Authentication site with the following fields: social security number, first two letters of last name, date of birth, and PIN. The PIN Authentication site is outside of the eCB System.				
107	Enter <222334444> into the SSN field	Field accepts value.				
108	Enter <IM> into the first two letters of last name field	Field accepts value.				
109	Enter <10221970> in the DOB field	Field accepts value.				
110	Enter <2309> in the PIN number field.	Field accepts value.				
111	Select <Submit Request> button	Security Alert message comes up.				

112	Select <Yes> button	The System displays a screen where the Admin User enters the Admin TG number. There is a field to enter a TG number. There is a Next button. There is a following instruction notifying the Admin User how to proceed: "Please enter your TG number using upper				
113	Enter <TG08899> into the TG field	Field accepts value.				
114	Click <Next> button	The System displays the Campus-Based Admin home page. The following links are displayed on the left navigation bar: Accounting, Awards, ComLog, Communications, FISAP Update, Hold Schools, Manual Adjustments, New Schools, PART, PLIST, Recalculation, Reports, Tracking, Waivers, Work Colleges, Logout.				
115	Admin User Enters Reports Module					

116	Select the <Reports> link from the left navigation bar	<p>The System displays the main reports page, which gives an overview of the types of reports available: The Reports module allows you to view and print statistical data for all schools as well as individual schools. Reports are available for the modules below. Select a link on the left navigation bar to access the reports for that module. For reports that are not specific to a module, select the Custom link.</p> <p>A. Accounting Select the Accounting link to view transactional data such as a school's ATH or eSOA.</p> <p>B. Awards Select the Awards link to view worksheets, school funding information, and other data relating specifically to Awards.</p> <p>C. E-mail Select the E-mail link to view text for e-mail notifications.</p> <p>D. FISAP Select the FISAP link to view FISAP-specific reports.</p> <p>E. Hold Schools Select the Hold Schools link to view various reports including hold school status and notification letters.</p> <p>F. PART Select the PART link to view procedure activity statistics.</p> <p>G. PLIST Select the PLIST link to view summary reports of schools with excess liquid capital status and to view</p> <p>H. Waivers Select the Waivers link to view approval and denial</p> <p>I. Custom Select the Custom link to view reports that are not m</p>				
117	Admin User Seeks Waiver Reports					

118	Select <H. Waiver Reports> link from the left navigation bar	<p>The System displays the FISAP Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed. Links include</p> <p>General Reports</p> <p>The following links are in the General Reports column of the Waivers Reports page:</p> <p>Community Service Approval Report Community Service Denial Report Title III Approval Report Under Use Approval Reports Under Use Denial Report</p> <p>Reports By School</p> <p>The following links are in the Reports By School column of the Waivers Reports page:</p> <p>Community Service Cover Page Community Service Status Letter Title III Cover Page Title III Status Letter Under Use Cover Page Under Use Status Letter</p>				
119	Admin User Seeks General Waiver Reports					
120	Select the <Under Use Approval Reports> link under Genral Reports	The System displays the Under Use Approval Report				
121	Select <File> from the top navigation bar	The System displays the File Menu				
122	Select <Print> option from the file menu	The System diplays the Print Menu				
123	Select the <Print> button	The System prints the document				
124	Select the <x> in the upper right hand corner on the report windo	The Report closes and the System displays theWaiver Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				

Under Use Script FINAL.xls6/4/2002

125	Select the <Under Use Denial Report> link under Genral Reports	The System displays the Under Use Denial Report				
126	Select <File> from the top navigation bar	The System displays the File Menu				
127	Select <Print> option from the file menu	The System displays the Print Menu				
128	Select the <Print> button	The System prints the document				
129	Select the <x> in the upper right hand corner on the report windo	The Report closes and the System displays the Waiver Reports page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
130	Admin User Seeks Waivers Reports by School					
131	Select the <Serial #> radio Button from the top navigation bar for < School 1>.	Button populated with a black dot when selected		FIS002		HS003
132	Enter <000070> in the field Labeled 'Search By'	Field Accepts Value		FIS002		HS003
133	Select <2002-2003> from a dropdown menu labeled "Campus-Based Year"	Field Populates with correct year				HS003
134	Click <Go> Button	The system populates the School Name in the Name Field and 000070 in the Serial Number Field.				
135	Select the <Under Use Cover Page> link under Reports by School	The System displays the Under Use Cover Page				
136	Select <File> from the top navigation bar	The System displays the File Menu				
137	Select <Print> option from the file menu	The System displays the Print Menu				
138	Select the <Print> button	The System prints the document				
139	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
140	Select the <Under Use Status Letter> link under Reports by School	The System displays the Community Service Status Letter				
141	Select <File> from the top navigation bar	The System displays the File Menu				
142	Select <Print> option from the file menu	The System displays the Print Menu				
143	Select the <Print> button	The System prints the document				

144	Select the <x> in the upper right hand corner on the report window	The Report closes and the System displays the Waivers Page. There is a column for general reports and a column for school-specific reports. Each available report is a link. There is an instruction notifying the Admin User how to proceed.				
145	Admin User Wants to Log Out of the System					
146	Select <Log Out> link from the left navigation bar	The system displays a warning message. There is a yes or no button.				
147	Select <Yes> button	The System displays the Campus-Based Admin Login page.				